*Guidance Note (to be deleted): Please use this template if you are collecting personal or special category personal data. Insert details or delete as appropriate where prompted* by **INSERT:** …. *Please ensure that all sections are completed, and that all Guidance Notes are deleted. You are welcome to customise this template, for instance by adding logos of institutions, funders, etc.*

**INSERT: Title of Study**

**Background**

The University of York **INSERT: details of other collaborators if applicable** would like to invite you to take part in the following research project: **INSERT: name**

Before agreeing to take part, please read this information sheet carefully and let us know if anything is unclear or you would like further information.

**What is the study?**

**INSERT: details**

*Guidance Note (to be deleted): This section should be used to provide participants with details of your study, and address the following questions:*

* *What is the research about?*
* *Why is the research being carried out?*
* *Who is carrying it out – who is the researcher and what is the institution?*
* *Has the research been the subject of ethical review (provide details – including a contact for the Chair of the Committee)?*
* *What will happen to participants – when, for how long, where, and with whom?*
* *What are the possible benefits and risks of taking part?*
* *Will participants be paid to take part, or will any expenses be covered?*
* *Will participants have access to outputs, and if so how?*

*Please bear in mind your intended audience when completing this section.*

**Why have I been invited to take part?**

You have been invited to take part because **INSERT: details**

**Do I have to take part?**

No, participation is optional. If you do decide to take part, you will be given a copy of this information sheet for your records and will be asked to complete a participant information form. If you change your mind at any point during the study, you will be able to withdraw your participation without having to provide a reason.

**On what basis will you process my data?**

Under the General Data Protection Regulation (GDPR), the University has to identify a legal basis for processing personal data and, where appropriate, an additional condition for processing special category data.

In line with our charter which states that we advance learning and knowledge by teaching and research, the University processes personal data for research purposes under Article 6 (1) (e) of the GDPR:

*Processing is necessary for the performance of a task carried out in the public interest*

Special category data is processed under Article 9 (2) (j):

*Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes*

Research will only be undertaken where ethical approval has been obtained, where there is a clear public interest and where appropriate safeguards have been put in place to protect data.

In line with ethical expectations and in order to comply with common law duty of confidentiality, we will seek your consent to participate where appropriate. This consent will not, however, be our legal basis for processing your data under the GDPR.

**How will you use my data?**

Data will be processed for the purposes outlined in this notice.

**Will you share my data with 3rd parties?**

*Guidance Note (to be deleted): Delete the paragraph beginning either ‘no’ or ‘yes’ as appropriate and provide details.*

*If you are considering depositing data with a data repository, you need to specify in what form the data will be deposited, e.g. de-identified (anonymised) transcripts, audio recording, survey database, etc.; if needed repeat the statement for each form of data you plan to deposit.   You should also specify specify whether use or access restrictions will apply to the data in future, e.g. exclude commercial use, apply safeguarded access, etc.; these restrictions should be discussed with the repository in advance.*

No. Data will be accessible to the project team at York **INSERT: and names of other collaborators if applicable** only.

Yes. The following third parties will have access to your data for the following purposes  **INSERT names and purposes.**

Anonymised data may be reused by the research team or other third parties for secondary research purposes.

**How will you keep my data secure?**

The University will put in place appropriate technical and organisational measures to protect your personal data and/or special category data. For the purposes of this project we will , **INSERT details**

Information will be treated confidentiality and shared on a need-to-know basis only. The University is committed to the principle of data protection by design and default and will collect the minimum amount of data necessary for the project. In addition, we will anonymise or pseudonymise data wherever possible.

**Will you transfer my data internationally?**

*Guidance Note (to be deleted): Delete the paragraph beginning ‘No’ or ‘Possibly’ as appropriate*

No. Data will be held within the European Economic Area in full compliance with data protection legislation.

Possibly. The University’s cloud storage solution is provided by Google which means that data can be located at any of Google’s globally spread data centres. The University has data protection complaint arrangements in place with this provider. For further information see,<https://www.york.ac.uk/it-services/google/policy/privacy/>.

**Will I be identified in any research outputs?**

**INSERT details**

**How long will you keep my data?**

Data will be retained in line with legal requirements or where there is a business need. Retention timeframes will be determined in line with the University’s Records Retention Schedule.

**What rights do I have in relation to my data?**

Under the GDPR, you have a general right of access to your data, a right to rectification, erasure, restriction, objection or portability. You also have a right to withdrawal. Please note, not all rights apply where data is processed purely for research purposes. For further information see, <https://www.york.ac.uk/records-management/generaldataprotectionregulation/individualsrights/>.

 **Questions or concerns**

If you have any questions about this participant information sheet or concerns about how your data is being processed, please contact Jonathan Finch, Chair of the Arts and Humanities Ethics Committee (jonathan.finch@york.ac.uk) in the first instance. If you are still dissatisfied, please contact the University’s Acting Data Protection Officer at dataprotection@york.ac.uk.

**Right to complain**

If you are unhappy with the way in which the University has handled your personal data, you have a right to complain to the Information Commissioner’s Office. For information on reporting a concern to the Information Commissioner’s Office, see [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).